



HUMAN RESOURCES

Illinois State University

**ILLINOIS STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
GRADUATE ASSISTANT UNPAID LEAVE APPLICATION**

Any Graduate Assistant who will be absent from their employing department for more than 5 days must complete this form.

Employing units may grant unpaid leave time up to one time per semester to graduate assistants who are facing a situation where they would need to take a leave of more than one week (five business days). The Graduate Assistant should complete the Graduate Assistant Unpaid Leave Application and submit to their employing unit, who should sign and forward the form to Human Resources. The application for an Unpaid Leave in no way affects the academic standing of the Graduate Assistant; all requests related to their role as a student must be made to the Graduate School.

To Be Completed by the Graduate Assistant Requesting Leave:

Name: _____
Department: _____
Dates Requested: From _____ through close of business _____
Reason Requesting Leave: _____

To Be Completed by the Employing Unit/Department:

- Disapproved due to departmental needs
 Approved for (dates): From _____ through _____
How will this work be covered? _____

Employing Unit/Department Signature

Print Name and Position of Person Signing

Date

To Be Completed by Human Resources

- Approved
 Disapproved
 Copy sent to department on _____

Human Resources Signature

Print Name and Position of Person Signing

Date